

August 9, 2002

The Honorable Paul M. Metzger
Clerk of the Circuit Court
County of Spotsylvania

Board of Supervisors
County of Spotsylvania

We have audited the cash receipts and disbursements of the Clerk of the Circuit Court of the County of Spotsylvania for the period April 1, 2001 through March 31, 2002.

Our primary objectives were to test the accuracy of financial transactions recorded on the Court's financial management system; evaluate the Court's internal controls; and test its compliance with significant state laws, regulations, and policies. However, our audit was more limited than would be necessary to provide assurance on the internal controls or on overall compliance with applicable laws, regulations, and policies.

The results of our tests found the Court properly stated, in all material respects, the amounts recorded and reported in the financial management system; and no instances of noncompliance with applicable laws, regulations, and policies. However, we noted weaknesses in internal controls that the Clerk needs to address as described below.

Properly Account for Manual Receipts Used

The Clerk does not properly account for manual receipts used as required in the Financial Management System User's Guide. In all 15 receipts tested, the Clerk did not document the use of manual receipts on the appropriate system reports. Appropriate use and documentation of manual receipts ensures the proper entry of transactions in the automated system and reduces the risk of fraud or misappropriation of funds.

Properly Monitor Collection Efforts

The Clerk's staff did not respond in writing to notifications from the Department of Taxation's Set-Off Program as required by the Court Debts Collections Program User's Guide. By not responding, the Clerk allows the defendant to receive their tax refund and the unpaid fines and costs may go uncollected.

Staff did not respond to numerous notifications causing a potential loss of \$4,945 in collections. The Clerk should properly monitor and respond to the availability of funds thus increasing the collections of fines and costs for the court.

We discussed these comments with the Clerk on August 14, 2002 and we acknowledge the cooperation extended to us by the court during this engagement.

AUDITOR OF PUBLIC ACCOUNTS

WJK:whb

cc: The Honorable Horace A. Revercomb, III, Chief Judge
Anthony W. Barrett, County Administrator
Bruce Haynes, Executive Secretary
Compensation Board
Don Lucido, Director of Technical Assistance
Supreme Court of Virginia
Martin Watts, Court Analyst
Supreme Court of Virginia
Paul Delosh, Technical Assistance
Supreme Court of Virginia
Director, Admin and Public Records
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